



KINGSTON WATER DEPARTMENT

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KINGSTON, NY 12401
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Judith Hansen, Superintendent

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WATER SAMPLE COLLECTION INSTRUCTIONS

1. Samples are **ONLY** to be collected in sterile laboratory bottles.
Keep the sample bottle closed until the moment it is to be filled.
2. Select a tap that is representative of your system. Do not use leaky taps.
Remove screens, aerators, splashguards or other faucet attachments.
3. Open the tap fully and allow the water to run for 2 to 3 minutes.
If using a mixing faucet, allow the hot water to run for 2 to 3 minutes,
Then allow the cold water to run for 2 to 3 minutes.
4. Carefully remove the cap from the sample bottle. Do not handle the inside of the cap or the neck of the bottle. **AVOID CONTAMINATION.**
5. Restrict the flow of water to permit filling of the bottle without splashing.
6. Fill the bottle with cold water, leaving a 1 inch air space at the top, to facilitate mixing by shaking, before examination.
7. Replace the cap tightly on the sample bottle.
8. Fill out the accompanying form and return it to the office with your sample.

SAMPLES TAKEN IN THE **“AM HOURS”** MUST BE RECEIVED IN THE OFFICE BY 12:00 PM THE SAME DAY.

SAMPLES TAKEN IN THE **“PM” HOURS** MUST BE RECEIVED IN THE OFFICE BY 12:00 PM THE NEXT DAY.

No more than 24 hours may lapse between collection of the sample and its analysis for total coliform analysis and no more than 6 hours may lapse for fecal coliform , e. coli enumeration, standard plate count.

(All chlorinated fecal coliform samples, Must be Collected in a marked Fecal Coliform Analysis bottle, numbered F-#, and the free chlorine residual must be noted on the form)

If prompt delivery to the office is not possible, the sample should be refrigerated or packed on ice.

SAMPLE DROP OFF HOURS: **9:00 AM TO 4:00 PM Monday thru Wednesday**
 9:00 AM TO 12:00 PM Thursday
 No samples will be accepted on Fridays or the day
 before a holiday.

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The fee for each Total or Fecal Coliform analysis is \$35.00 (cash or check only). Fees are payable when the sample is received. Total or Fecal Coliform analysis can take up to 4 business days. Please allow up to 7 days to receive the results in the mail.